How to Use Remote Desktop on Windows 7

Use **Access NSF Remote Desktop** to connect directly to your desktop computer at NSF, including your files, documents and applications. With Remote Desktop you can work remotely as if you were sitting at your desk.

Before You Leave the Office

1. Retrieve your NSF computer name

    • Click on your *Start Menu*, right click on *Computer* and select *Properties*. Your NSF computer name will be shown on the screen (underneath the *Computer name, domain and workgroup settings* section see *Computer Name*).

2. Leave your NSF computer powered-on

    • To conserve energy turn off your monitor

View basic information about your computer

Windows edition

Windows 7 Enterprise
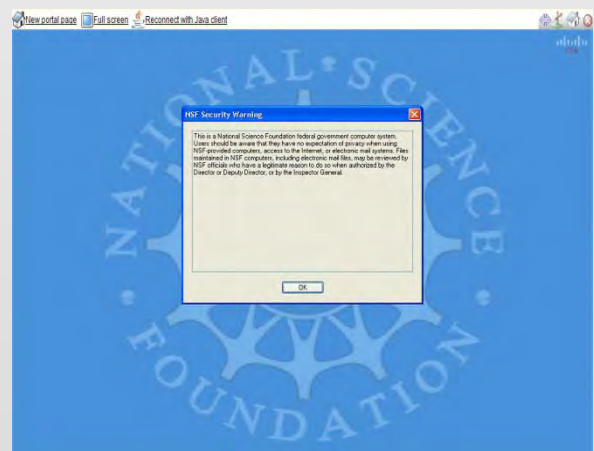Copyright © 2009 Microsoft Corporation. All rights reserved.
Service Pack 1

System

Rating:	5.0 Your Windows Experience Index needs to be refreshed
Processor:	Intel(R) Core(TM) i5 CPU 670 @ 3.47GHz 3.46 GHz
Installed memory (RAM):	4.00 GB (3.87 GB usable)
System type:	64-bit Operating System
Pen and Touch:	No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

| Computer name: | DIS-ESTEINBE | Change settings |
| Full computer name: | DIS-ESTEINBE.ad.nsf.gov | |

Connect to Remote Desktop from Home or on the Road

1. Go to remote.nsf.gov

2. Click on *Access NSF*

3. Select *Remote Desktop Connection* from the left-hand menu

4. Enter your NSF computer name in the "Address" field and click *Browse*

5. Log in to your NSF computer with your LAN ID and password

Note: The first time you access Remote Desktop you may be prompted to adjust your Internet browser configuration. Please follow the prompt if you receive one. This will enable Remote Desktop to function properly and will not harm your system.

For further assistance, contact ITHC at 703.292.HELP (4357) or email: ITHelpCentral@nsf.gov